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*Subj*

17 October 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Office of Personnel Report -- Week  
Ending 17 October 1975

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1. Language Recruitment: Mr. [ ] and Recruiter [ ] report on a productive conference in Atlanta, Georgia during the dates 8, 9 and 10 October. The conference was sponsored by the Slavic Studies Association. A paper on regional problems in the USSR was presented by Mr. [ ] of CIA. An advertisement also appeared in the program with greetings from Radio Free Europe and Radio Liberty, inviting conferees to drop by their booth for further information.

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2. Suggestion Awards: Three employees of Personal Affairs Branch/OP received Monetary Awards for their suggestions for improving the CFC pledge card and computerization of related information. An employee of Central Processing Branch received a Monetary Award for her suggestion to expedite payment of travel expenses to Co-op employees.

3. Hispanics Scarce in Midwest: In direct conversation with Mr. Jack Shingleton, Placement Director at Michigan State University (enrollment about 42,000), he reports that only eight Hispanic students registered with his placement service last year. Three candidates were at the M.A. level and five were at the B.A. level. You gain some perspective when you consider that 1,083 recruiters visit that campus in a given year, the majority of whom are now targeting for minority and engineering candidates.

4. Skills Session: The Skills Session on "Interviewing" was held on 15 October and seemed to be well received by the 47 attendees.

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6. Position Management:

a. A meeting was held with the Deputy Director, OEL, to discuss FY 1976 organizational and position realignments.

b. A meeting was held with the [ ] to discuss allocation of secretarial positions at the Station.

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7. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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[ ] -- O/DDA -- Independent Contractor -- Compensation increase.

Coming Events:

1. The Agency's CFC kick-off rally will be held at 2 p.m. today, 17 October, in the auditorium. The guest speaker will be Mr. Michael Abrams who is on loan to CFC from the Federal Trade Commission. Office chairpersons and key persons will receive instructions at this meeting concerning the conducting of the campaign. The CFC Fund Drive Coordinator has set up operations at the Magazine Building.

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2. Mr. [ ] recruiter, will be at Headquarters on 30 and 31 October for a meeting with Mr. John McMahon, Associate DD/A, on the 31st.

3. The Annual EAA October Fair begins on Monday, 20 October, for one week in the first floor "J" corridor. Employees will have an opportunity to see informative displays and demonstrations of the wide variety of activities that are available to them through EAA.

(SIGNED) F. W. M. Janney

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Director of Personnel

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